

JOB SPECIFICATION



TEMPORARY HR & RECRUITMENT ASSISTANT



ROLE OVERVIEW

The HR & Recruitment Assistant will deliver, improve and maintain effective administration to support the delivery of the HR and recruitment service to our 300+ employees across the Group.

VACANCY

We currently have a vacancy for a Temporary HR & Recruitment Assistant to cover a period of up to six weeks. This is a part time role of up to 24 hours per week and we can be flexible on days and times worked. We need someone to be available to start week commencing 9th March 2020.

WE WANT YOU TO...

- Advertise job vacancies on job boards and company website
- Maintain the HR & careers inboxes
- Arrange candidate interviews if required
- Process new starter packs and contracts of employment
- Conduct new starter checks e.g. referencing, proof of right to work in the UK
- Maintain electronic employee files and scanning system
- Support with ongoing HR administrative work as required

YOU ARE...

- An experienced Administrator, preferably with a HR or Recruitment background
- Positive with a friendly manner and the ability to communicate effectively
- Pro-active and have a can-do attitude
- Discreet nature
- High level of accuracy and attention to detail
- Microsoft proficient